

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITIONS:** Ombudsman, Pelican Bay State Prison  
Office of the Ombudsman  
CEA LEVEL 1

Ombudsman, Division of Juvenile Justice  
Office of the Ombudsman  
CEA LEVEL 1

Ombudsman, Kern Valley State Prison  
Office of the Ombudsman  
CEA LEVEL 1  
**(PENDING CONTROL AGENCY APPROVAL)**

**FINAL FILING DATE:** **October 2, 2006**

**SALARY RANGE:** \$5768 - \$7324

Under the general direction of the lead Ombudsman, Office of the Ombudsman, the Ombudsman is an independent entity which functions as a Special Advisor to the lead Ombudsman on sensitive issues relating to an adult or juvenile facility. The Ombudsman provides management advice and consultation and makes recommendations to the lead Ombudsman in resolving sensitive and critical issues that impact a broad spectrum of issues affecting departmental policies, procedures, and programs applicable to issues surrounding an adult or juvenile facility. The Ombudsman serves as a key policy advisor

and public relations expert and has extensive contact with a wide variety of individuals inside and outside of State government.

## **DUTIES/RESPONSIBILITIES:**

Duties include, but are not limited to:

- Monitors adult or juvenile facility operations and procedures; researches critical issues involving the development and implementation of new policies and procedures; and provides executive level advice and consultation to the lead Ombudsman regarding the impact of criminal justice issues on the development and implementation of departmental programs and proposals.
- Prepares corrective action plans to assist the adult or juvenile facility and the Department in addressing and targeting remedial actions to improve existing policies.
- Investigates and mitigates the most sensitive complaints/appeals that require immediate resolution; and may substantiate or refute claims made by inmates/wards or staff relevant to perceived problems at the prison and report findings.
- Responds to staff, inmates/wards and their families, representatives of various special interest groups, legislative bodies, and community groups regarding problems or potential areas of critical concern; and acts on behalf of the lead Ombudsman in meetings with representatives of various special interest groups, inmates/wards and their families, and community-based groups, as needed.
- Serves as a member of the Executive Staff, participating in and providing input to the decision making process.

## **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a civil service employee with permanent civil service status.

### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

### **Or III**

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.)

Also, applicants must satisfy the following qualifications:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

Supervisory/administrative experience in a line or staff capacity, including the implementation and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization

### **DESIRABLE QUALIFICATIONS:**

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, or Parole Administrator I, including the execution and/or evaluation of program policies. Experience which demonstrates the ability

to communicate with legislators, local government jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

### **EXAMINATION INFORMATION:**

A preliminary review of all applications will occur immediately following the final filing date. Candidates with the most desirable qualifications will have their applications submitted to an executive screening committee for further consideration and may or may not be scheduled for an interview. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

### **USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Ombudsman, Pelican Bay State Prison; the Ombudsman, Division of Juvenile Justice; and the Ombudsman, Kern Valley State Prison, Office of the Ombudsman, CEA Level 1 vacancies. For further information regarding these positions, please contact Michelle Hagan at (916) 323-2122 or e-mail at [mhagan@cdcr.ca.gov](mailto:mhagan@cdcr.ca.gov).

### **FILING INSTRUCTIONS:**

A Standard State Application (Form 678) must be submitted and postmarked by **October 2 2006** to Michelle Hagan, Executive Recruitment and Appointments, PO Box 942883, Sacramento, CA 94283-0001 or in person at 1515 S. Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.

If you are applying for all three examinations, only one application will need to be submitted indicating the examinations for which you are interested.

### ***Department of Corrections and Rehabilitation***

***Vision Statement:*** We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

***Mission Statement:*** To improve public safety through evidence-based crime prevention and recidivism reduction strategies.